

Board Members

Gary D. Lovejoy, Ph.D.
Chairman
Fred Wiggins, Ph.D.
Vice-Chairman
Ramona N. Mellott, Ph.D.
Secretary
Melissa Del-Colle
Joseph C. Donaldson
Megan Hunter-Williams
Cheryl L. Karp, Ph.D.
Miki Paul, Ph.D.
Frederick Wechsler, Psy.D. ABPP



State of Arizona Board of Psychologist Examiners

1400 West Washington, Suite 235
Phoenix, Arizona 85007

Phone: (602) 542-8162 Fax: (602) 542-8279
www.psychboard.az.gov info@psychboard.az.gov

Staff

Vacant
Executive Director

Meghan B. Hinckley
Acting Director/
Deputy Director

Victoria Kamm
Investigator

Vacant
Administrative
Assistant

REGULAR SESSION MINUTES - TELECONFERENCE

Tuesday, June 17, 2008

1400 West Washington
Room 235
Phoenix, AZ 85007

1. CALL TO ORDER

The special teleconference session of the Arizona State Board of Psychologist Examiners was called to order by Chairman Lovejoy at 12:30 p.m. on Tuesday June 17, 2008. One Executive Session was held at 1:04 p.m. to discuss personnel, salary consideration, and legal matters.

2. ROLL CALL

Board Members Present (Teleconference)

Gary D. Lovejoy, Ph.D. - Chairman
Fred Wiggins, Ph.D. - Vice-Chairman
Ramona N. Mellott, Ph.D. - Secretary
Joseph C. Donaldson
Megan Hunter-Williams
Miki Paul, Ph.D.
Frederick S. Wechsler, Psy.D. – (joined
at 12:35p.m.)

Board Members Absent

Melissa Del-Colle
Cheryl L. Karp, Ph.D.

Staff Present

Executive Director - Vacant
Meghan B. Hinckley,
Acting Director/Deputy Director
Vicky Kamm, Investigator

Attorney General's Office

Beth Campbell, Esq.
Dennis Carpenter, Esq.
Jeanne Galvin, Esq.

Department of Administration

Tom Kernan, Senior Recruiter

3. PRESENTATION/DISCUSSION OF ADOA RECRUITING PROCESS FOR EXECUTIVE DIRECTOR – Thomas Kernan, ADOA; Dr. Mellott

At the June 17, 2008 meeting, Chairperson Lovejoy appointed Dr. Mellott to work with Ms. Hinckley and ADOA to research the hiring process for the Executive Director ("ED") position. Dr. Mellott reported that she had completed and submitted the ADOA's application for an exception to the hiring freeze for the ED position as it is "mission critical" to the Board's continued long-term function. The application is currently awaiting approval by Mr. William Bell, Director of ADOA. Dr. Mellott reported that she had contacted Susan Laurence and Tom Kernan, recruitment managers

from ADOA, and who had been involved in the interview process for the ED position in October 2007.

Tom Kernen was present and reviewed the two types of hiring processes with ADOA. A traditional recruitment takes approximately 3-4 months and includes posting a job announcement, search committees, and several additional Board meetings to narrow an applicant pool for interviewing. Due to the urgent nature of the situation, ADOA could decrease the process to as few as 60 days. The other option available to the Board is using the recruitment pool from October 2007 which included four final candidates for the ED position. Mr. Kernen stated that if the Board wished to proceed with the second option, they needed to further identify a salary to include in the offer prior to negotiations.

At 1:09 p.m., Dr. Paul made a motion, seconded by Dr. Mellott, and carried unanimously (7-0) with Ms. Del-Colle and Dr. Karp absent, to move to Executive Session to discuss employment and salary consideration and for legal advice if necessary.

At 1:28 p.m. the Board reconvened in Open Session for further discussion.

Chairman Lovejoy thanked Mr. Kernen and Dr. Mellott for their presentation.

4. REVIEW/DISCUSSION AND POSSIBLE DECISION REGARDING HIRING AN EXECUTIVE DIRECTOR – Chairman Lovejoy

Dr. Mellott made a motion, seconded by Dr. Wechsler, to direct Ms. Laurence to offer the position of Executive Director to Mr. Ben Foster to include the salary range negotiations discussed in Executive Session. The motion added that should Mr. Foster not accept, Ms. Laurence and Mr. Kernen make the same offer, including salary, to Dr. Cindy Olvey. Dr. Mellott further moved that should both candidates not accept the offer, the Board reconvene at a special meeting to begin the full ADOA recruiting process with Ms. Laurence and Mr. Kernen. The motion carried (7-0) with Ms. Del-Colle and Dr. Karp absent.

5. APPROVAL OF MINUTES – Chairman Lovejoy

Chairman Lovejoy asked that this matter be tabled in the interests of time and placed on a future agenda for review at a future meeting. The Board agreed to table the matter until the August 1-2, 2008 meeting.

6. 1:15 P.M. DISCUSSION/DECISION AND POSSIBLE ACTION/RECONSIDERATION OF BOARD'S PRIOR ACTION REGARDING THE ADMINISTRATIVE ASSISTANT'S RESIGNATION AND PAYMENT OF ADMINISTRATIVE LEAVE – Chairman Lovejoy, Ms. Kamm

Chairman Lovejoy summarized that while Board staff were completing the final payroll for Mr. Schroder, they were informed by Ms. Ashley of ADOA – Human Resources that the Board could not simultaneously accept Mr. Schroder's resignation dated June 5, 2008 *and* place him on Paid Administrative Leave until July 4, 2008. Ms. Kamm informed the Board that, in order to carry out the intent of the Board's wishes, the Board would have to rescind, discuss, and make a new motion regarding Mr. Schroder's resignation offer and his Paid Administrative Leave.

Ms. Bolf and Mr. Schroder were present but did not have any other information to add.

Dr. Wechsler made a motion, seconded by Ms. Hunter-Williams, and carried unanimously (7-0) with Ms. Del-Colle and Dr. Karp absent, to reconsider the Board's original decision regarding accepting Mr. Schroder's resignation.

Dr. Paul made a motion, seconded by Dr. Wechsler, which carried unanimously (7-0) with Ms. Del-Colle and Dr. Karp absent, to rescind the Board's original motion of June 11, 2008, to accept Mr. Schroder's resignation and place him on Administrative Leave until July 4, 2008.

Dr. Wiggins made a motion, seconded by Ms. Hunter-Williams, which carried unanimously (7-0) with Ms. Del-Colle and Dr. Karp absent, to place Mr. Schroder on Paid Administrative Leave while the Board conducted an investigation regarding the integrity of agency security, further directing staff to prepare a Paid Administrative Leave letter to be sent immediately to Mr. Schroder, and, pending the results and outcome of the investigation, to subsequently accept Mr. Schroder's resignation effective July 4, 2008.

7. BOARD UPDATE – Ms. Hinckley & Ms. Kamm

Ms Hinckley reported to the Board that FY '08 has ended as of June 30, 2008. The Board is now entering FY '09 wherein current projects due include the FY '09 Budget, Strategic Plan, IT plan, and statute and rule changes. Ms. Hinckley noted that both she and Ms. Kamm are familiar with all the projects due by September 2, 2008 as they have both done them in prior fiscal years for other agencies. On a historical note, Ms. Hinckley stated that she was a part of the FY '08 end of year duties when Ms. McCarthy was still employed with the Board.

Ms. Hinckley reported that Ms. Bolf had begun the process in early March 2008 to shift all accounting and financial duties to the State Board's Office ("SBO"). Ms. Hinckley reviewed the services that the SBO was going to offer at the cost of approximately \$27,000.00 per fiscal year. Ms. Hinckley stated that it would be in the Board's best interest to sign the contract with SBO for the coming year. Once the Executive Director was on board and was familiar with policy and procedure, the ED could then change or cancel the contract if they felt it necessary. Ms Campbell commented that if it was in the Acting Director's purview to do so, it would not take a Board vote in order for her to sign the SBO contract. Chairman Lovejoy directed Ms. Hinckley to sign the contract with SBO for the FY '09 fiscal year.

In addition, Ms. Hinckley noted that with the hiring freeze still in effect, it would be extremely difficult to fill the administrative assistant position at this point as it is not considered "mission critical" to the Board's daily functioning. Ms. Kamm would be absorbing any of the duties of the administrative assistant that are not being transferred over to SBO. In summary, the Board is complying with the Governor's mandate to reduce expenditures in order to cut the state's budget deficit largely by the vacancy savings of two full time employee positions. Ms. Hinckley reported that after a thorough review of the FY '09 Budget, she will provide the Board with a report regarding the expenditures and any and all ways that the Board could further reduce expenditures at the August Board meeting.

Dr. Paul asked if Ms. Kamm would be receiving a pay increase since she would be absorbing additional duties left vacant by the administrative assistant. Ms. Hinckley stated that she felt that would be appropriate for the Board to discuss. Beth Campbell, Assistant Attorney General to the Board, stated that such discussion needed to be appropriately agendaized at the next Board meeting. Dr. Lovejoy commented that even though the Board did not need to vote on such matters, these issues were brought to the attention of this Board in the vein of "openness" and full disclosure.

Chairman Lovejoy directed staff to sign the contract with SBO and to continue the Board's vacancy savings by not filling the administrative assistant position at this time.

8. NEW BUSINESS FOR FUTURE BOARD MEETINGS

Dr. Wiggins requested that the Chairman place the minutes on the agenda of the next Board meeting. Chairman Lovejoy noted that they would be on the August 1-2, 2008 Board meeting for approval.

9. ADJOURNMENT

There being no further business to come before the Board, a motion was made by Dr. Wechsler, seconded by Dr. Paul, and unanimously carried (7-0), with Ms. Del-Colle and Dr. Karp absent, to adjourn the meeting at 1:48 p.m.

**Prepared by:
Meghan B. Hinckley
Acting Director/Deputy Director**

Respectfully submitted,

**Ramona N. Mellott, Ph.D.
Secretary**